

Special Event / Mass Gathering Application

Persons requesting to hold a Special Event or Mass Gathering in the Town of Kennebunkport must complete and submit a "Special Event / Mass Gathering Application" and submit the application to the Town Clerk preferably at least sixty (60) days prior to the requested event date. The Town requires a minimum of thirty (30) days to process the application.

For purposes of this application, a "Special Event" shall be defined to mean: Any activity which occurs upon public or private property that will affect the standard and ordinary use of Town-owned property, public streets, rights-of-way or sidewalks, and/or which requires additional levels of town services. This includes, but is not limited to, fairs, festivals, carnivals, sporting events, foot races/walks, bike-a-thons, markets, parades, exhibitions, auctions, dances, and motion picture filming. Special Events do not include: regular park activities, functions held on school properties that are sponsored by the school district, or regular work or functions being performed by Town agencies. A "Mass Gathering", according to the Town of Kennebunkport Mass Gathering Ordinance, is defined as "any commercial or non-commercial gathering or special event held outdoors or in a tent with the intent to attract the attendance of 250 or more persons."

1) Event Information

Date of Event 09/20/2015 Name of Event Mainiac Sprint Triathlon and Duathlon

Location of Event Start and finish in Biddeford Pool (see attached course map for Kennebunkport

Start Time of Set Up 9:30

Start Time of Event 10:00 Finish time 11:00

Description of Event This is a Triathlon and Duathlon. It involves a swim, bike and run. Part of the bike course travels through the Gooserocks area of Kennebunkport

Estimated # of Participants 350 Estimated Total Attendance 500

Will food be served or sold? Yes No X If yes what? (Not in Kennebunkport)

Will anything else be distributed or sold? Yes No x

If yes what?

What equipment, materials, displays etc. will you bring on site? We will place course directional signs along the bike course

Will you use signs or banners? Yes x No Who will set them up? Volunteers

Where will you place the banners? Along the shoulder of the road

If yes, how many? 4-5 Size(s) 18" x 24"

Is there a need for portable restrooms? Yes No x

2) Organization Information

Name of Organization YMCA of Southern Maine Address 3 Pomerleau St
Biddeford, ME 04005 Business Telephone 283-0100
Fax _____ E-mail hgendron@ymcaofsouthernmaine.org

Is this an annual event? Yes If so, how many years has it been run? 8 years

Are you a non-profit organization? Yes X No _____

Do you have a 501(c)(3)? Yes X No _____ 501(c)(3) Number 01-0211568

3) Contact Person/Event Coordinator

Name Charles Melton
Address 32 Village Lane Biddeford, ME 04005
Telephone _____ Cellular 590-7057 E-mail multifeet@gmail.com

4) Type of Event

Festival / Fair

Race / Walk / Bike Ride <-----

Concert

Parade / March

Other-please clarify _____

If the event is taking place on private property you must attach written consent from the property owner to this document.

If held in the past, is this event changing this year? Yes _____ No X

If so, how? _____

Will there be entertainment? Yes _____ No X If yes, please list location, times, who, etc.:
Not in Kennebunkport

5) General Service Questions

5.A - Department of Public Works

Is the use of barricades necessary/requested for this event? Yes ___ No X

If yes, number needed _____ Who will set them up? _____

Will it be necessary to cover street and/or parking signs or post No Parking signs for this event?
Yes ____ No X

If yes, please note on diagram to be attached or shown on the reverse side of this page. What is your plan for cleanup and debris disposal for this event? _____

Is any other Public Works assistance anticipated? Yes ____ No X

If yes, please describe _____

5.B - Parks and Recreation Department

Will this event take place in a Town park or on Town property? Yes ____ No X

If yes, where? _____. Who have you spoken with in the Recreation Department? _____

Is any Parks and Recreation assistance needed? Yes ____ No X If yes, please describe the assistance needed.

5.C - Fire Department

Will the Fire Department have access to all sites at all times in the event of an emergency?
Yes X No ____

Will any fire hydrants be obstructed during the event? Yes ____ No X

Will there be any use of fire such as a bonfire? Yes ____ No X

If yes, the applicant must obtain a fire permit from the Forestry Warden and attach a copy of the permit to this application.

Are there fireworks planned for the event? Yes ____ No X If yes, please submit the State Fire Marshalls' office approved application.

5.D - Kennebunkport Emergency Medical Services

Will the Emergency Medical Services have access to all sites at all times in the event of an emergency? Yes X No ____

Will you have First Aid or medical staff present? Yes X No ____

If so, who and qualifications Biddeford EMS

5.E - Police Department

Is there a need for traffic control for this event? Yes X No

Is there a need for crowd control for this event? Yes No X

If you answered yes to either of the above questions from 5D (Police Dept), you must contact the Deputy Chief or Chief of Police at 207-967-2454 to determine number of staff and hours needed.

6) Site Plan Sketch of Special Event (Completed by Event Coordinator)

Please provide the following information, if applicable: (attach a separate map if necessary)

- General Map of Vendor Locations
- Street Closures/Parking Information Locations
- Location of Event Coordinator's Booth
- Location of trash receptacles.
- Location of Water/Electricity Source
- Location of Loudspeakers/Rest Facilities'
- Location of Tents/Stages/Grandstands

7) Indemnification and Release Provisions

In consideration for being permitted to use any Town of Kennebunkport's facility(ies) and/or rights-of-way, the applicant agrees to defend, indemnify and hold harmless the Town, its officers, employees, and insurers, from and against all liability, claims, and demands, which are incurred, made, or brought by any person or entity on account of damage, loss, or injury, including without limitation claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever, which arise out of or are in any manner connected with the use of the Town facilities and/or rights-of way, whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the part of the Town, its officers, or its employees, or from any other cause whatsoever.

A general liability insurance policy shall be in effect for the event and shall include coverage for contractual liability with minimum limits of \$1,000,000 per occurrence for bodily injury and property damage. The certificate of insurance shall name the Town of Kennebunkport as "additional insured". Written verification must be submitted to the Treasurer's office 3 days prior to the event.

8) Municipal Services and Materials

The Town reserves the right to require municipal services as reasonably deemed necessary by Town staff. If Town materials/equipment, other than motorized vehicles, are needed for the event, a deposit will be required, with the deposit based on the cost of materials/equipment

borrowed (up to \$250). Any services required from the town either before, during, or after an event may be billed to applicant, as well as any damage to facilities or infrastructure.

Applicant's Statement of Agreement:

Everything I have stated on this agreement is correct to the best of my knowledge and I have authority on behalf of the firm or agency holding this event to commit it to the statements contained herein. This permit, if granted, is not transferable and is revocable at any time at the discretion of the Town of Kennebunkport. By signing below, I agree

- to comply with all State of Maine and Town ordinances
- to use sidewalks and crosswalks where appropriate
- to collect any trash generated during the event and dispose of it in a proper manner. vent .

Applicant Signature: Charles Melton Date: 06/04/15 Title: Race Director

When signed and completed mail to:

Town of Kennebunkport

ATTN: Town Clerk

P.O. Box 566

Kennebunkport, Me 04046

Town of Kennebunkport, Maine

Special Event / Mass Gathering Approval

Event Name: _____ Event Date: _____

Date Received: _____

Are there any other events occurring on this date? Yes ____ No ____

If yes, please list event name _____

Event start time ____ Event end time ____ # of people expected _____

Police: Is the electronic message board needed for this event? Yes ____ No ____

If yes, Date to go up _____ Date to take down _____

Special Event / Mass Gathering Permit Approval Signatures

Rec. Director _____ Date _____ Conditions Attached: Yes / No

Police Chief _____ Date _____ Conditions Attached: Yes / No

PW Director _____ Date _____ Conditions Attached: Yes / No

Town Clerk _____ Date _____ Conditions Attached: Yes / No

Code Officer _____ Date _____ Conditions Attached: Yes / No

Fire Chief _____ Date _____ Conditions Attached: Yes / No

KEMS Chief _____ Date _____ Conditions Attached: Yes / No

Town Manager _____ Date _____ Conditions Attached: Yes / No

